

ONTARIO DEPARTMENT OF EDUCATION

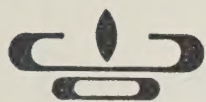
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Requirements for Diplomas

AND STATEMENTS OF STANDING

1967-1968

CIRCULAR H.S. 1



ONTARIO DEPARTMENT OF EDUCATION

Requirements for Diplomas

AND STATEMENTS OF STANDING

1967-1968

Programs of Study

Grades 9, 10, 11, 12 and 13 of the Secondary Schools

Grades 9 and 10 of the Elementary Schools

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Programs of Study

The programs of study described permit, subject to limitations of accommodation, enrolment, and teaching staff, the provision of courses that offer a good general education and are adapted to the requirements of pupils having varied interests, abilities, career plans, and educational objectives. In organizing his school under the programs of study, the principal should endeavour to make as fully as is practicable those arrangements which will permit pupils to enrol in courses suited to their special aptitudes and interests.

The development of the full potential capacity of each pupil by the promotion of interested, sustained effort throughout the full program of study in which he is enrolled must be a basic consideration in planning the organization of the school.

The value of careful and judicious counselling of pupils with regard to the Branch, Program, and optional subjects to be selected must be emphasized.

It is desirable that the school timetables (a) provide flexibility in the choice of optional subjects available in each Branch or Program, and (b) permit the transfer of pupils within reasonable limits from one program to another within a Branch.

With minor exceptions noted hereafter, the obligatory and optional subjects are the same in Grade 9 for each of the three Branches leading, respectively, to the type of career indicated by the name of the Branch. The Grade 13 course in the Five-Year program of each Branch is the same with regard to subjects of study, standards, and the diploma awarded.

Note 1—After September 1, 1962, the courses of study in the respective subjects of Grade 9, and subsequently in the higher grades, including subjects taken in classes that remain on the former basis of organization, shall be those designated in 1962 and thereafter for purposes of the reorganized programs of study. Within the general plan prescribed for each course, topics of study may be modified, if so desired, by local curriculum com-

2/Programs of Study (continued)

mittees, subject, for purposes of diplomas or certificates, to consultation with the appropriate officials of the Department of Education before the 1st day of October in the school year concerned.

Note 2—French-speaking pupils may study français instead of French for English-speaking pupils in all grades of the Programs of each Branch. The time for the teaching of français to French-speaking pupils may, where practicable in view of the requirements of other subjects, be increased to the point where the number of teaching periods allotted is approximately the same as for English.

Note 3—A supplement to this circular has been prepared to assist principals of schools, attended by French-speaking students, in time-tabling the subjects of français, histoire, géographie and latin as approved by the board concerned. The supplement, entitled Circular H.S. 1(a) is available on request from the Superintendent of Supervision, 44 Eglinton Ave. West, Toronto 12.

Suggestions and Recommendations For the Programs in all Branches

1. The Programs of Study

In order that the programs of study may best serve the needs of the large numbers of pupils for whom they are respectively designed, teaching staffs should become clearly aware of the principles that underlie the planning of the respective courses and endeavour to apply these principles in the classrooms. The Four-Year Program in each Branch, for example, has a highly important educational purpose for a large group of pupils of good general ability who will share usefully in the responsibilities of adult citizenship. This Program, therefore, is not to be regarded as of lower status than the Five-Year Program or as a means of ensuring a high level of successful achievement in the latter. The more definite grouping of pupils according to their aptitudes and career plans which may be arranged where the several programs are available will facilitate the instruction of each pupil to the full extent of his ability and willingness to achieve.

2. Organization

- (a) All time allotments are shown in terms of a 45-period week since this organization is most commonly used. A principal is free, however, to adopt any reasonable modification, such as a 40-period week, **provided that the allotment of time to the various subjects is kept in proportion.**
- (b) For obvious reasons, the principal, in assigning teaching duties, should give consideration not only to the number of different classes but also to the number of grade levels and Branches with which the teacher will be concerned.
- (c) It is understood that assembly periods will be arranged equitably with regard to teaching time for the subjects.

3. Options

- (a) Careful consideration should be given before providing courses for fewer pupils than is economically sound.
- (b) A new optional subject should be offered only if, in addition to a reasonable number of pupils, a teacher well qualified for the work, a proper course of study, and suitable accommodation and equipment (including text-books) are available.
- (c) Pupils of the Business and Commerce and of the Science, Technology, and Trades Branches must be given priority in the assignment to classes of vocational accommodation in the school.

4. Library

In view of the vital part that library resources must play in the implementation of new curricula, and in the educational development of students generally, it is essential that all students be given the opportunity to profit from the rich experience to be derived from teaching and research in the library both during class periods and at other times of the day.

To afford students every opportunity for use, the library should be open for service continuously from 8:30 a.m., through the lunch periods, until one hour after the end of classes at least. If desired by students and teachers, and if staff is available, the library may be opened in the evenings and on Saturday for library service and for study.

The library should be available for use by class groups, by seminar groups and by individual students, as much as possible during class hours. It should not be a home classroom, and principals should avoid scheduling the library as a subject classroom. It should be a free-use area during activity periods.

A Grade 9 library program, conducted by a trained school librarian, is essential for all first-year students. While this program serves to introduce these students to the materials, the organization, and the services of the library, it should emphasize reading, experience with subject resources, and instruction in research techniques in support of the particular subject program of the Grade 9 classes.

For the best program each Grade 9 class of all Branches should have one library period per week or cycle with the trained school librarian in charge of the period. When it is necessary to place a teacher in charge of the library who is untrained in school librarianship, a bi-weekly or monthly visit by Grade 9 classes to exchange books may be sufficient.

The Grade 9 program, however, should not occupy the library to the exclusion of other classes, and of senior students who have time allotted for library research. In large schools of 1,500 and more students, where the library quarters accommodate only one class group, it is advisable to arrange the Grade 9 library period on alternate weeks, or cycles, in order to leave more periods open for subject classes of Grades 10 to 13. Teachers of these grades in any subject should have the opportunity to arrange periods in the library for their classes, or parts of their classes as required by their subject programs.

Students on spares, particularly Grade 13 students, should be permitted to use the library for research (but not for doing routine homework) during their spare periods.

Classes in the Two-Year and Occupation Programs should have a regular library period with emphasis on reading. These periods may be conducted in the classroom if the teacher deems it advisable.

5. Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four obligatory periods for the subject in each of Grades 9, 10, 11, 12, three periods will be assigned to an activity program either indoors or outdoors and one period to classroom instruction in Health.

6. Guidance

Most pupils will have made at least tentative choices of Branch and Program prior to entry of Grade 9. It is important that all pupils be counselled early in the fall term and again in the spring term so that each may understand the implications of the choice he has made in relation to his own abilities, his school progress to date, his interests, and his educational and vocational aspirations. Counselling should continue throughout secondary school in order to assist each pupil to maintain a level of achievement consistent with his educational potential, to make a wise selection of options at appropriate times, and to plan for the future.

Provisions should also be made on the timetable for Group Guidance so that all pupils may be well informed on a wide variety of topics related to careers and educational opportunities.

The equivalent of one period of Group Guidance per week is obligatory for Grade 9 and, at the discretion of the principal, in Grade 12 and in each year of the Two-Year Program and the Occupational Program or special course. Outlines of courses may be obtained from the Publications Office of the Department of Education.

Time especially designated for counselling is to be provided at a ratio of not less than one period per week per twenty pupils enrolled. In addition a Principal may wish to provide time for interviews with parents, for pupils with special problems and for consultation with special resource personnel such as the school psychologist, social worker, attendance counsellor, employers or Canadian Manpower Centres.

GENERAL INFORMATION

Pupils who express the desire to secure an education leading to careers in the professions should be counselled to choose one of the Five-Year Programs in Grade 10 if they are successful in Grade 9. Of more immediate concern to them, however, is the choice of Branch on entry to Grade 9. Throughout Grades 9, 10, 11, and 12 of each of the Branches, namely, Arts and Science, Business and Commerce, and Science, Technology, and Trades, 80% of the time in the Five-Year Program will be devoted to subjects which are generally prerequisite for post-secondary education. The Secondary School Graduation Diploma obtained on completion of four years in a Five-Year Program will be designated with the name of the Branch. Irrespective of the Branches in which they are obtained, these Diplomas will have equivalent value and will provide admission to the common courses in Grade 13 leading to the Secondary School Honour Graduation Diploma. This Honour Diploma will not be designated as belonging to any Branch.

Requirements for Admission to Nursing

According to The Nurses' Act, 1961-62, as quoted by the College of Nurses of Ontario, after October 1, 1965 (Ref.: Memorandum 1961-62: 9), applicants for admission to professional courses of training in nursing will be required to hold a Secondary School Graduation Diploma (including the Science option) obtained upon the successful completion of four years of a Five-Year Program in one of the three Branches of secondary school studies.

Requirements for Elementary School Teaching

Pupils who wish to become elementary school teachers should be advised to proceed through the Five-Year Program and should be informed that they may do so in any Branch.

Requirements for Admission to a Provincial Institute of Technology

Note—Because of the variety of courses offered, applicants for admission to the Ryerson Polytechnical Institute or the Diploma Program of the Lakehead University should consult the admission requirements stated in the calendars of these institutions.

1. First Year

The minimum educational requirement for admission to the first year of any course in a provincial institute of technology is the Ontario Secondary

8/General Information (continued)

School Graduation Diploma obtained after four years of successful study in a Five-Year Program. Applicants for the engineering technology courses should have passed the English, Mathematics, Physics and Chemistry subjects of Grades 11 and 12 with an overall average of at least 60 per cent. Applicants for business courses may substitute another option for the science subjects.

Note 1—All applications are reviewed by the Board of Admissions of an institute of technology, which is empowered to reject or defer the admission of any applicant whose qualifications, in the opinion of the Board, are not adequate to the demands of the course in which the applicant wishes to register.

Note 2—Applicants who have obtained the Secondary School Graduation Diploma with high standing in the Four-Year Program *may*, at the discretion of the Board of Admissions, be admitted to the cognate courses in an institute of technology.

Note 3—An applicant who has reached his 22nd birthday and who, though lacking the formal admission requirements, can give evidence of likelihood of success in a course, may be admitted as a mature student. Such applications are considered on an individual basis.

Note 4—At the discretion of the Board of Admissions of an institute of technology, an applicant who does not quite meet the admission requirements may be permitted to write entrance examinations in order to assess his ability to cope with the work of the program of instruction.

Second Year—Direct Entry

Applicants with an educational background equivalent to, or higher than, the institute of technology common first-year course of studies may be approved for direct entry into the second year of a program, provided that, in the opinion of the Board of Admissions, the applicant's previous academic record warrants such approval. In particular, applicants who possess one of the following qualifications will, at the discretion of the Board of Admissions, be admitted to the second year of the appropriate program.

(a) Technology:

- I. The graduation diploma of a special Grade 13 engineering technology course offered in certain secondary schools, with an overall average of at least 60%.

- II. Certificates showing successful completion of the following subjects: Grade 13 English, Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) (or Algebra, Geometry, Trigonometry and Statics), Physics, Chemistry, and preferably one year of Electricity and Mechanical Drafting each at the Grade 11 level. Applicants who are admitted without standing in Electricity and Drafting should be prepared to take make-up courses in these subjects. Applicants who have selected Electronics or Industrial Physics as the continuing technical subject will not require standing in Electricity.
- III. Advanced Technical Evening Class Grade 1 Certificate consisting of nine required subjects, namely: English, Mathematics I and II, Physics I, Mechanics I, Electrical Fundamentals, Electronic Fundamentals, General Chemistry and Technical Drawing, with an overall average of at least 60%.
- IV. Graduation from an Ontario Vocational Centre in cognate engineering technician programs with an overall average of at least 60%.
- V. Other qualifications considered equivalent by the Board of Admissions.

(b) Business Administration:

- I. The graduation diploma of a special Grade 13 business administration course offered in certain secondary schools, with an overall average of at least 60%.
- II. Certificates showing successful completion of the following subjects: Grade 13 English, Mathematics of Investment, Accountancy Practice, and any two other subjects and Grade 12 Business Finance or Data Processing, Economics, Business Law, and preferably one year of Typewriting.
- III. Other qualifications considered equivalent by the Board of Admissions.

Requirements for Admission to an Ontario Vocational Centre or an Institute of Trades

1. Technician Courses

For admission to the following two-year technician courses offered at Ontario Vocational Centres and Provincial Institutes of Trades the applicant will be expected to hold the Ontario Secondary School Graduation Diploma designated as indicated in parentheses below:

Architectural Drafting Technician Course (Drafting—Architectural)

Mechanical Drafting Technician Course (Drafting—Mechanical)

Electrical Technician Course (Applied Electricity)

Electronic Technician Course (Applied Electronics)

Toolmaking Technician Course (Machine Shop Practice)

Tool Design Technician Course (Machine Shop Practice or Drafting—Mechanical)

Note 1—It is anticipated that in the Summer of 1968 a Grade 12 graduate who has standing in English, Mathematics, Physics and Chemistry of either the Arts and Science, or the Science, Technology and Trades Branch, but who does not have the Diploma specified above, will be required to complete successfully a special preparatory Summer Course before being admitted to the corresponding Technician Course listed above.

Note 2—For admission to the other two-year technician courses the applicant will be expected to hold an Ontario Secondary School Graduation Diploma including English, Mathematics, Physics and Chemistry of the Four-Year Program of either the Science, Technology, and Trades Branch, or the Arts and Science Branch.

Note 3—Students holding qualifications considered by the Board of Admissions to be of equivalent standing may be admitted to an appropriate program.

2. Business Courses

For admission to the General Business, Business Secretarial, Business Machines and Bookkeeping, or Retailing and Merchandising Course the applicant will be expected to hold the Secondary School Graduation Diploma awarded upon successful completion of Grade 12 of any Four-Year Program.

12/Ontario Vocational Centres/Institutes of Trades (continued)

For admission to the Accountancy Course the applicant will be expected:

- (i) to hold the Secondary School Graduation Diploma of the Business and Commerce Branch, or
- (ii) to have completed successfully the General Business, Business Secretarial, or Business Machines and Bookkeeping Course at an Ontario Vocational Centre.

For admission to the Legal Secretarial or Medical Secretarial Course the applicant will be expected:

- (i) to hold the Secondary School Graduation Diploma of the Business and Commerce Branch designated Secretarial or Stenographic, or
- (ii) to have completed successfully the Business Secretarial Course at an Ontario Vocational Centre.

3. Apprenticeship Courses

Courses in a variety of trades are offered in co-operation with the Department of Labour. Details of the courses are contained in the calendars of the Ontario Vocational Centres and Institutes of Trades.

Details of the Apprenticeship Training Program may be obtained from the Director, Industrial Training Branch, Ontario Department of Labour, 74 Victoria Street, Toronto.

Requirements for Admission to Colleges of Applied Arts and Technology

In general, the requirements for admission to three-year diploma programs are the same as those listed above for admission to institutes of technology. Similarly, the requirements for admission to two-year certificate programs are the same as those listed above for admission to Ontario vocational centres and institutes of trades.

Colleges of applied arts and technology will offer many programs not presently available in institutes of technology, Ontario vocational centres, and institutes of trades. In general, the admission requirements for the one- and two-year programs will be the Ontario Secondary School Graduation Diploma obtained after successful completion of Grade 12 of any secondary school program. Applicants who do not possess an Ontario Secondary School Graduation Diploma (or its equivalent from other provinces) and who have attained age 19 may apply for admission to preparatory courses which will enable them to enrol in appropriate certificate or diploma programs.

For detailed admission requirements, applicants should refer to the official publication of the college of applied arts and technology of their choice.

FIVE-YEAR PROGRAM

Arts and Science Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who desire to proceed to Grade 13 (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 45 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French	5(6)
Group Guidance	1
Optional Subjects—Any one or two of	
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)

14/Five-Year Program Arts and Science Branch (continued)

Home Economics	5(4)
Agriculture	5(4)
Typewriting	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and the optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

Note 3—Although the study of Latin may begin in Grade 9 it is preferable to introduce it at the Grade 10 level. In schools where Latin is taught in Grade 9, provision must be made for pupils who transfer to commence it in Grade 10.

Note 4—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Note 5—Schools with under 400 students which do not have a Four-Year Business and Commerce Program may offer the Commercial option as suggested on Page 94 of Curriculum R.P. 31. For special circumstances, prior approval of the Superintendent of Supervision is required.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
One of French, Latin, Greek, German, Spanish, Italian, Russian	6(5)

Optional Subjects—Any one or two of

Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture	5(4)
Bookkeeping or Data Processing	5(4)
An Additional Language	5

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—A pupil may be permitted to enter upon the study of Commercial Work, Industrial Arts or Technical Subjects, Home Economics, Art, Music, or Agriculture as an option in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 3—A pupil who plans to take the Grade 13 course in Biology should include Science among his optional subjects in Grades 11 and 12.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
B. Optional Subjects—Any three of	
Mathematics, Science (Physics; Chemistry), Geography (Geography, Part I; Geography, Part II), French, Latin, Greek, German, Spanish, Italian, Russian .	6(5)
C. —and one or two of	
Optional subjects not chosen above	5(6)
Business and Commercial Subjects—Any one of:	
Business Organization and Management, Business Finance, Business Law, Data Processing, Mar- keting, in any one year	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Agriculture	5

Note 1—If in any class only one option in the second group is provided, additional time should be assigned to other subjects.

Note 2—Pupils who plan to enter university should continue in Grades 11 and 12 the study of a language in addition to English.

16/Five-Year Program Arts and Science Branch (continued)

- Note 3—In order to qualify for the Secondary School Graduation Diploma at the end of Grade 12 in the Five-Year Program, a pupil in Grades 11 and 12 shall complete either four or five options of which at least three must be from Section B on Page 15. An option chosen in Grade 11 in the Five-Year Program shall be continued in Grade 12.
- Note 4—Schools with under 400 students which do not have a Four-Year Business and Commerce Program may offer the Commercial option as suggested on Page 94 of Curriculum R.P. 31. For special circumstances prior approval of the Superintendent of Supervision is required.
- Note 5—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics option is recommended.

FIVE-YEAR PROGRAM

Business and Commerce Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who will find studies in Business and Commerce of advantage in their future careers and who desire to proceed to Grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

In this Branch two different fields of specialization are provided. One features the attainment of a high degree of secretarial competence by the end of Grade 12; the other specializes in Accounting and Business Management. Reference should be made to Curriculum RP-31 (1963) for arrangement of the courses and details of their content.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial Subjects, or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 45 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

For a pupil enrolled in this Five-Year Program approximately 20% of the instructional time in each of Grades 9, 10, 11, and 12 will be devoted to Business and Commercial subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)

18/*Five-Year Program Business and Commerce Branch (continued)*

Science	5(6)
French	5(6)
Commercial Subjects: Business Practice and Typewriting	10(9)
Group Guidance	1

Note 1—The division of time between the non-commercial subjects and the commercial subjects in Grade 9 of this Program should be approximately 80% and 20%.

Note 2—In Vocational and Composite schools two periods weekly in Music or Art may be provided in lieu of two periods of Commercial Subjects in one or more of Grades 9, 10, 11 and 12, providing that the time assigned to Commercial Subjects is not less than eight periods per week.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4

Three of

Mathematics, Science, Latin, French, German, Greek, Spanish, Italian, Russian	5(6)
and	

Business and Commercial Subjects (Double Option) (Secretarial: Shorthand and Typewriting; Account- ancy: Bookkeeping, Business Machines and Mathe- matics or Data Processing)	10(9)
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Note 1—The division of time in Grade 10 between the other subjects and Business and Commercial subjects should be approximately 80% and 20%.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
Business and Commercial Subjects (Double Option) .	10

B. Optional Subjects—Any three of

Geography (Geography, Part I; Geography, Part II),
Mathematics, Science (Physics; Chemistry), French,
Latin, German, Greek, Spanish, Italian, Russian . . . 6(5)

Note 1—In Grades 11 and 12 approximately 20% of the time should be devoted to Business and Commercial Subjects.

Note 2—Pupils in the Five-Year Program of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3—A pupil in the Five-Year Program of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Business and Commercial Subjects may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 4—Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Business and Commerce Branch. To qualify, students must complete successfully the Grade 11 work in three subjects from Section B.

Note 5—In the development phase it may be necessary to permit, for the Business Subjects, class groups having fewer than the minimum number of pupils generally recommended. Although indiscriminate grouping should not be permitted, several effective combinations, as outlined in Curriculum RP-31 (1963), can be made.

Note 6—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics option is recommended.

FIVE-YEAR PROGRAM

Science, Technology, and Trades Branch

The Five-Year Program in this Branch, as in the two other Branches described herein, leads to the Secondary School Honour Graduation Diploma and enables pupils of good general ability to qualify for admission to a university course, to Teachers' College, or to other further studies for which successful completion of work in Grade 13 is required. It provides for pupils who plan upon graduation from secondary school to enter upon work such as indicated by the name of the Branch, an opportunity to study subjects having a special relationship to their future careers.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 45 may enter upon a special one-year course in Technical Subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French	5(6)
Group Guidance	1
and one of	
Technical Subjects (including Agriculture) or Home	
Economics or Vocational Art	9(10)

Note 1—The division of time between the other subjects listed above and Technical Subjects, Home Economics, or Vocational Art, should be approximately 80% and 20%.

Note 2—In Vocational and Composite Schools two periods weekly in Music or Art may be provided in lieu of two periods for Technical Subjects or Home Economics in one or more of Grades 9, 10, 11, and 12 providing that the time assigned to Technical Subjects or Home Economics is not less than eight periods per week. Music only may be provided in lieu of two periods of Vocational Art.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
One of French, Latin, German, Greek, Spanish, Italian, Russian	5(6)
and one of	
Technical Subjects, Home Economics, Vocational Art or Agriculture (Double Option)	10(9)

Note 1—The division of time between the other subjects listed above and that assigned to Technical Subjects or Home Economics or Vocational Art should be approximately 80% and 20%.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
and one of	
Technical Subjects, Home Economics, Vocational Art or Agriculture (Double Option)	10(9)

B. Optional Subjects—Any three of

Mathematics, Science (Physics; Chemistry), Geography
(Geography, Part I; Geography, Part II), French,
Latin, German, Greek, Spanish, Italian, Russian . . . 6(5)

Note 1—As in Grades 9 and 10 of this Branch, approximately 20% of the time is to be devoted to Technical Subjects or Home Economics or Vocational Art.

Note 2—Pupils in the Five-Year Program of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3—Pupils who take Home Economics are advised to select Mathematics and Science as optional subjects.

Note 4—A pupil in the Five-Year Program of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Technical Subjects, Home Economics, or Vocational Art of these Grades may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 5—Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B, may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Science, Technology, and Trades Branch. To qualify, students must complete successfully the Grade 11 work in three subjects from Section B.

Note 6—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics option is recommended.

TECHNICAL SUBJECTS

Grades 11 and 12

of the Five-Year Program in the Science, Technology, and Trades Branch

Drafting—Architectural
 Drafting—Mechanical
 Electricity
 Electronics
 Industrial Chemistry
 Industrial Physics
 Machine Shop
 Building Construction (1 year only)

Note 1—The courses offered shall be technological in nature.

Note 2—In Grade 11, a pupil shall select two from the list of Technical Subjects above. One of these must be continued in Grade 12 and the other completed in Grade 11. Another technical subject must be selected in Grade 12. (See Note 5 for Industrial Chemistry and Industrial Physics.)

Note 3—With the prior approval of the Minister, alternative technical subjects may be taken in schools unable to offer one or more of the technical subjects listed above.

Note 4—For admission to Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the Technical Subjects in Grade 10 of the Five-Year Program. This requirement is not mandatory for pupils selecting Industrial Chemistry or Industrial Physics.

Note 5—Pupils of Industrial Chemistry will have covered much of the fundamental work in Chemistry during their Grade 11 year. Thus the work of the Grade 12 Science option (Chemistry) must be fully integrated with the Industrial Chemistry to avoid needless repetition. All topics in the Grade 12 Science option (Chemistry) must be covered fully. It is not acceptable to group pupils of Industrial Chemistry with other Grade 12 pupils for the Science option (Chemistry).

In Grade 11, it is recommended that the Grade 11 Industrial Chemistry student take the Science option (Physics), 6(5) periods, and Industrial Chemistry 10(9) periods. In Grade 12 the Science option (Chemistry)

and Industrial Chemistry shall be combined to give 11(10) periods of Chemistry. The remaining 5(4) periods of Technical subject time shall be assigned to Electronics or to additional Industrial Chemistry.

For Industrial Physics, the following allotment of time is recommended:
Grade 11 — Science Option (Physics) — 6(5) periods and Industrial Physics 10(9) periods, of which 5 are devoted to Electricity/Electronics.
Grade 12—Science Option (Chemistry)—6(5) periods and Industrial Physics 10(9) periods.

GRADE 13

Obligatory Subject

* English

Optional Subjects

Physical Education	French or Français
History	German
Geography	Greek
Introduction to Analysis (Mathematics A)	Spanish
Algebra (Mathematics B)	Italian
Mathematics of Investment	Russian
Biology	Music
Physics	Accountancy Practice or Secretarial Practice
Chemistry	Art
Latin	Home Economics

- Note 1—For the purpose of qualifying for a Secondary School Honour Graduation Diploma, standing in either English or Français is obligatory. A principal may, however, permit a student who is certain he will not require English or Français for admission to university or other post-secondary program to omit the study of English or Français in Grade 13, provided that the student knows he will not be eligible for a Secondary School Honour Graduation Diploma.
- *Note 2—French-speaking pupils may use for diploma purposes the standing obtained in Français in lieu of standing in English. Standing in both French and Français will not be credited for the purpose of the Diploma.

FOUR-YEAR PROGRAM

Arts and Science Branch

The Four-Year Program in this Branch is designed to provide a well-balanced secondary school education, based on sound standards of curriculum and achievement, for those pupils possessing good general ability whose particular interests it will serve better than one of the alternative programs. It may be expected that, after careful consideration and with the benefit of good counselling, pupils will enter upon this program for such reasons as are stated below.

- (a) They do not plan to proceed to university or other studies that require standing in Grade 13 subjects, or a Secondary School Graduation Diploma in a Five-Year Program.
- (b) They expect to spend only four years in secondary school to obtain a broad general education and to qualify for a Secondary School Graduation Diploma as a record of success in secondary school subjects.
- (c) They would benefit from a course in which the emphasis is directed towards those careers in which meeting and dealing with the public play a principal part. Many graduates of this Four-Year Program will seek employment as sales representatives, as demonstrators or receptionists, as reporters, as personnel on the non-technical side of radio and television, or in the field of travel and publicity.
- (d) Their plans for employment do not demand specialized training in commercial or technical skills, or their prospective employment will offer on-the-job training for which a broad general education is regarded as suitable preparation.
- (e) They recognize, on the basis of their achievement in earlier grades (which may include Grade 9), that the courses in the Four-Year Program are best suited in content and requirements to their particular abilities and are more likely, therefore, to enable them to gain success and satisfaction from their studies.

Pupils who complete successfully the Four-Year Program in this Branch will be awarded a Secondary School Graduation Diploma. Those who gain this standing and desire more specific preparation for employment may be admitted to a special one-year course in Business and Commercial subjects, Technical subjects, or Vocational Art.

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1

Optional Subjects—Any one or two of

Music	5(4)(3)
Art	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture	5(4)
Typewriting	5
or	
Business Practice	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

*Note 3—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 4—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4

Optional Subjects—Any four or five of

Mathematics	5(6)
Science	5(6)
French	5(6)
Latin	5
Another Language* (see below)	5
Agriculture	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Bookkeeping or Typewriting	5

Note 1—In classes having fewer than five optional subjects additional teaching time should be assigned to the subjects studied.

Note 2—A pupil may be permitted to enter upon the study of Industrial Arts or Technical Subjects, Art, Music, Agriculture, or Home Economics as an optional subject in Grades 11 and 12 at the discretion of the principal, although it is recommended that he take a course in a subject which he has successfully completed in Grade 9 or Grade 10, or in both of these grades.

Note 3—Optional subjects other than Commercial Subjects, Technical Subjects or Art (if Vocational Art is offered) may be assigned double teaching time. A pupil may undertake the study of only one double option (to be counted as two options).

Note 4—Pupils in Grade 10 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

*German, Greek, Spanish, Italian, Russian.

Note 6—A pupil who has demonstrated special aptitude and interest in a subject and who, in the opinion of the principal, would benefit from taking that subject in a class of the Five-Year Program may do so if the timetable permits. This provision applies in Grades 10, 11, and 12 of any Branch.

Grades 11 and 12

Obligatory Subjects	Teaching Periods 45-period week
English	8
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4

Optional Subjects—Any four or five of

Mathematics	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Agriculture	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Marketing	5
Man in Society	5
World Politics	5
Modern Literature	5
Theatre Arts	5
Speech Arts	5
Biology	5
Geology	5

Note 1—The optional subjects chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option. A sequence through Grades 11 and 12 must be followed in at least two options.

- Note 2—Double teaching time may be assigned to one optional subject in these grades other than Business or Commercial Subjects, Technical Subjects, Home Economics, or Art (if Vocational Art is offered). If the study of the course is completed successfully, credit may be given for two options.
- Note 3—Either Man in Society or World Politics may be taken in Grade 11 or Grade 12 but both these courses should not be taken concurrently in one of these grades. With the prior approval of the Superintendent of Supervision, World Politics may be substituted for the obligatory subject of History in Grade 11 of this program. It should be noted, however, that in cases where Man in Society and World Politics are combined to meet the requirements of one option of Grades 11 and 12, History should continue to be offered as the obligatory subject.
- Note 4—Pupils in Grades 11 and 12 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.
- Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.
- Note 6—For credit in Science in Grades 11 and 12, pupils may take any two of Physics, Chemistry, Biology, Geology.

FOUR-YEAR PROGRAM

Business and Commerce Branch

The Four-Year Program in this Branch provides, for pupils who are specially interested in the study of business and commercial subjects and have the necessary aptitudes, an opportunity to obtain both a good secondary school education in basic subjects and the specialized skills that lead to employment in commerce and industry. Capable pupils may further qualify themselves for employment and advancement in these fields by the study of courses in Data Processing, Business Finance, Business Organization and Management, Marketing and other senior business subjects.

Pupils who meet satisfactorily the requirements of this Four-Year Program will be awarded a Secondary School Graduation Diploma and are also eligible for admission to a special one-year course in the Technical Subjects, or Vocational Art.

Reference should be made to Curriculum RP-31 (1963) for information regarding business and commercial subjects that may be taught in the several grades and desirable sequences in the instruction.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects

Teaching Periods
45-period week

English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1

and

Business and Commercial Subjects	10(9)
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Note 1—The division of time between non-commercial subjects and commercial subjects in Grade 9 of this Branch should be approximately 80% and 20%.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a

class (or classes) in which the time provided for French is allotted to Commercial Subjects or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite schools, two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Four-Year Program in the Business and Commerce Branch.

Grade 10

Obligatory Subjects

Teaching Periods
45-period week

English	8
History	4
Geography	4
Physical Education	4
Mathematics (Commercial)	5(6)
Business and Commercial Subjects	10

Optional Subjects—Any two of

Science	5(6)
One of French, Latin, German, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Additional time in Business and Commercial Subjects .	5(10)

Note 1—The normal allotment of time for Commercial Subjects in Grade 10 is 10 to 15 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 3—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the Business and Commercial Subjects of Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also

have taken successfully some Commercial Work in Grade 9.
 (b) A pupil may be permitted to enter upon the study of Art, Music, Science, Industrial Arts, Technical Subjects, or Home Economics in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

Obligatory Subjects

Teaching Periods
45-period week

English Literature	4
English Composition, Business Correspondence and Language Study	4
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Business and Commercial Subjects (a minimum of four subjects per year)	18(23)

Optional Subjects—Any one or two of

Mathematics (Commercial)	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Spanish, Italian, Rus- sian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Any other option listed in the Four-Year Program, Arts and Science Branch	5
Business and Commercial Subjects not taken above .	5

Note 1—In Grades 11 and 12 approximately 50% of the teaching time will be assigned to Business and Commercial Subjects.

Note 2—In schools offering a bilingual Commercial Course the time for Correspondence should be divided between English and Français.

Note 3—Any optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.

- Note 4—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.
- Note 5—The option in Technical Subjects will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of commercial subjects.
- Note 6—With the prior approval of the Superintendent of Supervision, Word Politics may be substituted for the obligatory subject of History in Grade 11 of this program. It should be noted, however, that in cases where Man in Society and World Politics are combined to meet the requirements of one option of Grades 11 and 12, History should continue to be offered as the obligatory subject.

SPECIAL ONE-YEAR COMMERCIAL COURSE

The Special Commercial Course, designed to fit the graduate for office employment, is an intensive one-year vocational course based upon an adequate general education.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program, or Grade 12 of a Four-Year Program, are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (Commercial-Special).

Successful completion of the One-Year Special Commercial Course qualifies a pupil for standing in the Commercial Option which may be required to complete the requirements for the Secondary School Graduation Diploma (Arts and Science Branch).

Teaching time is suggested as follows:

Subjects	Periods
Correspondence and Spelling	5
Physical Education	4
Economics and Law	4
Shorthand and Transcription	10
Typewriting and Office Practice	10
Business Machines	} 3 {
Business Mathematics	
Bookkeeping	
	6

Note 1—If Business Machines is not offered, the three periods suggested should be re-allocated to Typewriting and Office Practice or Business Mathematics.

Note 2—Economics and Law, and also Penmanship and Correspondence, may be taken in consecutive terms.

Note 3—In special circumstances other options not taken previously may be substituted for the 10 periods of Shorthand-Transcription.

Bilingual Courses

Bilingual commercial courses may be offered in schools having adequate numbers of French-speaking students.

For further information the principal should write to the Superintendent of Supervision, Department of Education.

FOUR-YEAR PROGRAM

Science, Technology, and Trades Branch

The Four-Year Program in this Branch offers, together with the study each year of basic secondary school subjects, specialized instruction in Technical Subjects, Vocational Art, Home Economics, or Agriculture, for pupils who have special aptitude in one of these fields and expect to enter employment for which such studies will have direct practical value. Courses in which particular emphasis is placed upon certain aspects of the technical or other specialized field may be taken as indicated below, so far as they can be made available, in order the better to prepare pupils for entry into their prospective vocations.

Pupils who complete this Program satisfactorily will be awarded a Secondary School Graduation Diploma. Those who have obtained this standing may enter upon a special one-year course in Business and Commerce, Technical Subjects, or Vocational Art.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and	
Technical Subjects or Home Economics or Vocational Art	10(9)

Note 1—The division of time between general and shop work subjects in Grade 9 of this Branch should be approximately 80% and 20%, unless the Program is modified as provided in Note 2.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to

Technical Subjects, Home Economics, Vocational Art, Agriculture, or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite schools, two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Science, Technology, and Trades Branch. Music only may be provided instead of two periods for Vocational Art.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
Technical Subjects or Home Economics or Vocational Art	10(11)

Optional Subjects—One of

Art	5(4)
Music	5(4)
Agriculture	5(4)
Commercial Subjects	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Further time in <i>one</i> of Technical Subjects or Home Economics or Vocational Art	5(4)

Note 1—The normal allotment of time for Technical Subjects, Home Economics, Vocational Arts, or Agriculture, in Grade 10 is 14 to 16 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a

subject that is of special interest and value to pupils in the school district.

Note 3—Pupils who take Vocational Art should not also take the regular option in Art in Grades 10, 11, or 12.

Note 4—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in one of Technical Subjects or Home Economics or Vocational Art in Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also have taken the subject successfully in Grade 9.

(b) A pupil may be permitted to enter upon the study of Art, Music, Agriculture or Commercial Subjects in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

Obligatory Subjects	Teaching Periods 45-period week
English	8
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Mathematics*	5
Science	5
Technical Subjects or Vocational Art	14

(For Home Economics, see Page 51.)

(For Agriculture, see Page 49.)

Optional Subjects—One of

Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Agriculture	5(4)
Commercial Subjects	5
Any other option listed in the Four-Year Program, Arts and Science Branch	
Further time in <i>one</i> of Technical Subjects or Home Economics, or Vocational Art	5(4)

*See Note 5, page 44.

- Note 1—A maximum of 19 teaching periods may be devoted to Technical Subjects, Home Economics, or Vocational Art in Grades 11 and 12 if the option in one of these subjects is chosen in addition to the obligatory work. This would normally be the total allotment of time to these subjects unless there is a special reason for choosing an alternative option.
- Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value for pupils of the school district.
- Note 3—The commercial option will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of Technical Subjects, Home Economics, or Vocational Art.
- Note 4—The optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.
- Note 5—Mathematics is not an obligatory subject for pupils who take in Grades 11 and 12 the Home Economics Course as described on Pages 51-53 or the Course in Vocational Art.
- Note 6—With the prior approval of the Superintendent of Supervision, World Politics may be substituted for the obligatory subject of History in Grade 11 of this program. It should be noted, however, that in cases where Man in Society and World Politics are combined to meet the requirements of one option of Grades 11 and 12, History should continue to be offered as the obligatory subject.

LIMITED TECHNICAL PROGRAM

The Limited Technical Program is one in which the first two years of the regular Four-Year Program of the Science, Technology, and Trades Branch are offered in a secondary school.

Subject to the approval of the Minister, a Board may offer the Limited Technical Program provided that the following requirements are met:

- (a) a Business and Commerce Program is offered in the same school system to the end of Grade 12;
- (b) the school has at least two Industrial Arts Shops;
- (c) the equipment is adequate for the program;

- (d) arrangements are made for a nearby vocational school to accept recommended pupils from Grade 10 into Grade 11 of the Science, Technology, and Trades Branch;
- (e) the school has sufficient enrolment to permit the satisfactory organization of this program;

Interested boards may obtain Departmental Circular 750 (February 22, 1961) for further information concerning this program.

Special One-Year Technical Course

The purpose of the Special One-Year Technical Course is to give pupils who wish to enter trade and industry, vocational competence in one year of specialized study and training.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program or Grade 12 of a Four-Year Program are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma—Technical-Special.

Subjects of Study	Teaching Periods 45-period week
English Composition	3
Economics	5
Mathematics	5
Technical Subjects	32

Note—Pupils will specialize in one of the Technical Subjects available and will complete all the work normally studied in that subject in Grades 11 and 12. In addition, pupils must select one or more related technical subjects for which a total of 5 periods per week will be taken from the time allotted to Technical Subjects.

MAJOR AND RELATED TECHNICAL SUBJECTS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

—Major Technical Subjects	—Related Subjects
Agriculture	Building Trades, Auto Mechanics, Sheet Metal and Welding, Electricity
Aircraft Mechanics	Drafting, Machine Shop, Electricity, Welding, Industrial Physics

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Air Conditioning and Refrigeration	Drafting, Sheet Metal, Electricity
Applied Electricity	Drafting, Electronics, Machine Shop, Carpentry
Applied Electronics	Drafting, Electricity, Machine Shop
Auto Body Repair	Welding, Auto Mechanics, Machine Shop
Auto Mechanics	Electricity, Commercial Work, Machine Shop, Welding, Small Engines, Auto Body Repair, Industrial Physics
Drafting—Architectural	Building Construction, Sheet Metal, Plumbing
Drafting—Electrical	Electricity, Electronics, Industrial Physics
Drafting—Mechanical	Machine Shop, Pattern Making, Welding, Electricity, Industrial Physics
Foundry Practice	Pattern Making, Machine Shop, Drafting
Graphic Arts	Commercial Art, Photography, Drafting
Industrial Chemistry	Drafting, Electricity
Industrial Physics	Air Conditioning and Refrigeration, Drafting, Electronics, Machine Shop, Welding
Machine Shop Practice	Drafting, Welding, Pattern Making, Auto Mechanics, Electricity, Industrial Physics
Power Plant Operating	Drafting, Auto Mechanics, Electricity, Diesel Mechanics
Plumbing	Building Construction, Welding, Sheet Metal, Drafting
Sheet Metal Practice	Drafting, Welding, Machine Shop, Plumbing, Air Conditioning and Refrigeration, Industrial Physics
Welding	Drafting, Machine Shop, Electricity

Woodworking—Building Construction	Architectural Drafting, Sheet Metal, Electricity, Industrial Physics
Woodworking—Cabinet Making and Millwork	Drafting, Sheet Metal, Electricity
Woodworking—Pattern Making and Casting Processes	Drafting, Machine Shop

Note 1—Fourteen teaching periods are to be devoted to the study of the major shop (technical) subject or subjects in a 45-period or a 40-period week, as the case may be, and where, as would normally be done, further time is given to technical subjects in Grades 11 and 12, the additional periods should be assigned to a related technical subject or subjects. Instead of being given to related technical subjects the additional periods may be distributed among English, Mathematics, and Science in these grades.

Note 2—Pupils who take Industrial Chemistry as a special technical subject in Grade 11 will take also in Grade 11 the Physics prescribed as a regular course in the Four-Year Program of this Branch. Similarly, pupils who take Industrial Physics in Grade 11 will take also in Grade 11 the Chemistry prescribed as a regular course in the Four-Year Program of this Branch.

Note 3—The instruction in Industrial Chemistry will be continued in Grade 12 and the time that would have been given to Science in this grade will be added to that given to Industrial Chemistry in order that the instruction may be of sufficient depth to permit the pupils to take the Grade 13 examination.

Agriculture

of the Four-Year Program in the Science, Technology, and Trades Branch

Students are now able to take Agriculture as the major subject in the Four-Year Program of the Science, Technology, and Trades Branch and qualify for a Secondary School Graduation Diploma at the end of Grade 12 with the designation 'Agriculture'.

The Four-Year Program emphasizes technical and business courses useful to a boy who is planning to make farming his career. It includes, in an expanded form, the science-based course in Agriculture introduced in 1962.

The Five-Year Program which includes Agriculture as an option will continue to be the preparatory course for the Ontario Agricultural College.

Grade 9—Agriculture	5 periods
Technical subjects	10 periods
Grade 10—Agriculture	5 periods
Technical subjects	10 periods
Grade 11—Agriculture	8 periods
Technical subjects	10 periods

Note 1—A student would take 2 shop options such as	
Auto Mechanics	5 periods
Building Trades	5 periods

Note 2—The extra 3 periods for the Agriculture option may be assigned to greenhouse work or additional shop work.

Grade 12—Agriculture	8 periods
Technical subjects	10 periods

Note: The student may continue with his Auto Mechanics or Building Trades or change to Sheet Metal and Welding (5 periods) and Electricity (5 periods) or any combination of options. Since Agriculture is the major shop it would not be necessary to continue in Grade 12 with the shop option elected in Grade 11.

Home Economics

of the Four-Year Program in the Science, Technology, and Trades Branch

The plan for the organization of the Home Economics courses in the Four-Year Program of the Science, Technology, and Trades Branch is as described below.

Grades 9 and 10

Obligatory Subjects

English, History, Geography, Mathematics, Science, Physical Education, Group Guidance (Grade 9 only), and Home Economics.

Optional Subjects

One of Art, Music, Typewriting or Business Practice (Grade 9), Business and Commercial Subjects (Grade 10), French, another language.*

Teaching Periods

- (a) Home Economics should be assigned, on the basis of a 45-period and a 40-period week, respectively, 10 or 8 teaching periods in Grade 9, and 11 or 9 teaching periods in Grade 10.
- (b) The other obligatory subjects and the optional subjects should be assigned teaching time as indicated in the Four-Year Program for these grades.

Note 1—**Re Mathematics** — Mathematics from either the Arts and Science Branch or the Business and Commerce Branch may be selected.

Note 2—**Re Science** — The Science of the Arts and Science Branch should be given, except in those schools which offer a special course in Science for Home Economics with the approval of the Department of Education.

Grades 11 and 12

Note 1—In Grades 11 and 12, pupils may specialize in one of the following:

- (a) Foods and Nutrition, (b) Textiles and Clothing, (c) Home Economics.

Note 2—In the Foods and Nutrition section, not more than 25% of the time allotted may be in the related field of Textiles and Clothing.

*German, Greek, Latin, Spanish, Italian, Russian.

Note 3—In the Clothing and Textiles section, not more than 25% of the time allotted to Home Economics may be in the related field of Foods.

HOME ECONOMICS COURSE

Grade 11

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	5
Physical Education	4
Art	5
Science	5
Home Economics	14

Optional Subjects

One of

Business and Commercial Subjects	5
French	5
Another Language*	5
Mathematics	5

or

Further time in Home Economics	5
--	---

Grade 12

Obligatory Subjects	Teaching Periods 45-period week
English	7
Economics	5
Physical Education	4
Marketing	5
Home Economics	14
and one of	
Art	5
or	
Science	5

Optional Subjects—One of

French	5
Another Language*	5
Mathematics	5
Art	5
Music	5
Science	5

or

Further time in Home Economics	5
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Note—The organization of this program in Grade 12 may be modified, according to specialized studies as follows:

- (a) Foods—and Nutrition—Art is not obligatory and may be taken as an option;
- (b) Textiles and Clothing—Science is not obligatory and may be taken as an option.

*German, Greek, Latin, Spanish, Italian, Russian.

SPECIAL COURSES FOR GIRLS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

Cooperative Course for Nursing Assistants

With the approval of the Department of Education and the College of Nurses a school board may offer a two-year course of instruction through Grades 11 and 12 of the Four-Year Program in the Science, Technology, and Trades Branch leading to a Secondary School Graduation Diploma (Home Economics—Nursing Assistant) and to standing for admission to the examinations conducted by the College of Nurses of Ontario for the Registered Nursing Assistant’s Diploma.

Cooperative Courses for Dietary Supervisors, Dental Assistants, and Fashion Arts pupils are also being offered in certain experimental schools with the approval of the Department of Education and the appropriate sponsoring Associations.

For further information concerning these special courses write to the Superintendent of Supervision, Department of Education, 44 Eglinton Avenue West, Toronto 12.

The Two-Year Program

Pupils at least fourteen years of age who have been promoted to a secondary school and who declare, with their parents' concurrence, that they plan to leave school for employment in two years, may take, where it can be made available, a special Two-Year Program in connection with a Four-Year Program in one of the three Branches. The courses will include adapted treatment of fundamental parts of the Four-Year Program in the Branch where it is established. Subjects of immediate practical value in obtaining employment after two years in a secondary school are to receive approximately 40% to 50% of the instructional time and emphasis is to be placed upon the effective study of basic general subjects.

A pupil who has completed the work of either one or two years of a Two-Year Program and has demonstrated superior ability may be transferred to the Four-Year Program of the Branch concerned, subject, if necessary, to repeating all or a portion of a year's work in the latter Program.

Pupils who conform to the requirements of a Two-Year Program and complete the courses successfully may be granted, on the recommendation of the principal, and of the Superintendent of Supervision, a Certificate of Standing.

The Two-Year Program, where it is found desirable and practicable, should be developed in close relationship to the Four-Year Program of the Branch in which it is offered. It may be organized in the Arts and Science Branch of a school but in a composite school it would ordinarily be provided in one of the other Branches. It will not usually be feasible to establish this program on an economic basis in schools having fewer than 1,000 pupils.

A general plan for the organization of a Two-Year Program is indicated below.

Grades 9 and 10															Teaching Periods 45-period week
English	7(5)
History and Geography	7(5)
Science	4
Mathematics	5(4)
Group Guidance	1
Physical Education	4
Practical Subjects	17(22)

Note—It is recommended that in Grade 10 of the Two-Year Program the higher number of periods indicated be assigned to the practical subjects.

Promotions and Transfers

1. The powers of the principal with regard to the promotion or transfer of pupils as defined in Ontario Regulation 339/66, Elementary and Secondary Schools—General, are noted on Pages 63-64 of this Circular.

2. The Department of Education recognizes fifty per cent of the marks assigned as the pass standard at examinations in subjects of the curriculum in each grade of any Branch or Program in the Ontario secondary schools, and issues diplomas and certificates on the basis of that standard.

A pupil who has attained the standing of fifty per cent in each of the obligatory and required number of optional subjects in a grade should have, subject to the approval of the principal, the right of promotion, if he is enrolled in the common course in Grade 9, to Grade 10 in any Branch or Program, or otherwise to Grade 10, 11 or 12, as the case may be, in the Branch and Program in which he is enrolled.

A pupil who has not achieved the standing of fifty per cent in each subject as stated may be promoted, however, to the next higher grade if, in the judgment of the principal, his general achievement merits such action. It is recognized that different standards of achievement in the common course of Grade 9 may properly be required of pupils as a qualification to enter the Five-Year or the Four-Year Program, respectively, in Grade 10 of any Branch.

The best interests of individual pupils and the fulfilment of the general purposes of the programs of study as stated earlier in this Circular should be basic considerations in the making of promotions or transfers.

Promotion to Grade 13 will be made as provided on Page 64 of this Circular.

3. Where a pupil has passed in all required subjects of any grade, he should have freedom of choice with regard to the Branch and Program for his further studies, subject to the approval of the principal and to paragraph 5 on Page 62, the courses available, and the requirements for diplomas. The advisability of securing approval by the pupils' parents of the choice made will be recognized.

4. (a) A pupil who has achieved pass standing in each of the subjects of his course with marks that indicate the probability that he will be unable to meet satisfactorily further and more exacting requirements in the higher grades of the Program in which he is enrolled should consider carefully, assisted by the advice of the principal, the guidance staff of the

school, and his parents, whether his interests will be better served by transfer to an alternative program of study.

(b) Where a program of study is undertaken contrary to the advice of the principal, responsibility must be assumed by the pupil concerned and his parents.

5. A pupil who has met the prerequisites for a course in Grade 11 and Grade 12 in a Program offered in a Branch other than that in which he is enrolled in Grade 10 or Grade 11, as the case may be, may transfer, subject to the approval of the principal, to that course. Where the prerequisites have not been met, such transfer may take place, with the approval of the principal, subject to successful completion by the pupil of the work necessary in such subject or subjects as will meet the requirements.

6. (a) A pupil who has failed to gain pass standing will ordinarily not be allowed to repeat a year more than once in a grade of the same Program.

(b) Under special circumstances, with approval of the principal, and by resolution of the Board, a pupil may be allowed to repeat twice the work of a grade.

(c) A pupil who by persistent failure has clearly demonstrated inability to meet the requirements of a program of study may be transferred by the principal to an alternative program from which he may be expected to derive benefit. Only in very special circumstances should such a transfer occur at a time other than the end of the school year.

7. Superior pupils who, having completed the Four-Year Program in any Branch, wish to obtain the diploma which is awarded after successful completion of Grade 12 in the Five-Year Program and admits pupils to Grade 13, may do so by transferring to Grade 12 of that Program and completing successfully the required number of obligatory and optional subjects of the Grade 12 year only. Under these special circumstances, Geography, Part I (Grade 11) may be taken in place of Geography, Part II (Grade 12). Similarly Physics (Grade 11) may be taken in lieu of Chemistry (Grade 12).

In order to devote more time to preparation for the subjects which lead to Grade 13 such pupils may be permitted to offer the Secondary School Graduation Diploma of a Four-Year Program in lieu of one of the options from Section C on page 15. Students who hold a Secondary School Graduation Diploma in the Business and Commerce, or Science, Technology, and Trades Branches may offer the diploma in lieu of the double option required in the Five-Year program of those Branches.

Information Regarding Diplomas and Statements of Standing

Statement of Standing

The principal of a secondary school shall issue a Statement of Standing on Departmental letterhead to a pupil who leaves school and who has completed satisfactorily one of the following:

- (1) Grades 9 and 10 of any Four-Year Program
- (2) Grades 9 and 10 of any Five-Year Program
- (3) Grade 11 of any Four-Year or Five-Year Program

The Statement may be issued at any time during the school year and must show the highest grade satisfactorily completed and any partial year's work which, in the opinion of the principal, is significant.

The elementary school inspector, on the recommendation of the principal concerned, shall issue one of these Statements to each pupil who has completed satisfactorily Grades 9 and 10 in an elementary school whether or not the pupil proceeds to a secondary school.

At the end of each school year, the principal of each secondary school and the elementary school inspector concerned shall submit to the Department of Education, on a report form supplied to him, a list of pupils for whom Statements of Standing have been prepared.

Certificate of Standing

An appropriate Certificate of Standing will be granted, on the recommendation of the principal of the secondary school last attended and of the Superintendent of Supervision, to a pupil who has completed successfully the requirements of the Two-Year Program in one of the Branches.

Certificate of Training

An appropriate Certificate of Training, which will indicate the particular skill or skills acquired, will be granted on the recommendation of the secondary school principal and of the Superintendent of Supervision, to a pupil who has completed successfully a specified course or courses in the Occupational Program.

SECONDARY SCHOOL GRADUATION DIPLOMA

A Secondary School Graduation Diploma will be granted at the end of the school year on the recommendation of the principal of the secondary school last attended where the candidate completes the requirements and on the recommendation of the Superintendent of Supervision, to

- (1) a candidate who has completed successfully the Four-Year Program in one of the three Branches; or to
- (2) a candidate who has completed successfully four years of the Five-Year Program in one of the three Branches.
 - (a) The diploma awarded to a candidate who has completed successfully four years of a Five-Year Program will be endorsed as qualifying him for admission to Grade 13.
 - (b) The diploma will indicate in each case the Branch, the Program followed, and the optional subjects studied.

Note 1—The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstances, to a candidate who has successfully completed Grade 11 or Grade 12 of a Five-Year Program in one of the three Branches, or Grade 12 of a Four-Year Program in one of the three Branches followed by the successful completion of a year's work in any Five-Year Program or Four-Year Program of another Branch, but only where the content of the final year's work is satisfactory to the Minister.

Note 2—A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully a Program of Study in one of the Branches in Grades 11 and 12 with the required number of options, provided that all of the work of Grade 12 has been taken in an Ontario secondary school or an inspected private school.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade 11, even if he took that work in another school or obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the Grade 11 work in the required subjects.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade 11. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades 11 and 12 as private-study candidates.

Note 3—A Grade 12 student with first or second class honours term standing who is accepted for enrolment in the spring in a post secondary institution, and who is released at the end of the winter term on the recommendation of the secondary school principal, will not be eligible for a Secondary School Graduation Diploma. He will receive, however, a certificate of standing and a copy of the recommendation for advanced enrolment as supplied by the school principal. In addition the post secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

The various types of Secondary School Graduation Diplomas are for both the Five-Year Program and the Four-Year Program, with the Program, Branch, and special subject field noted as listed below.

Arts and Science

Five-Year Program—awarded after four years successfully completed with four or five options.

Four-Year Program—awarded after four years successfully completed with four or five options.

Business and Commerce

Five-Year Program—awarded after four years successfully completed.
Accountancy (Accounting and Senior Business Options)
Secretarial (Stenography and Office Practice)
(These are five-option diplomas.)

Four-Year Program—awarded after four years successfully completed.

Bookkeeping	Bookkeeping—Bilingual
Clerical	Clerical—Bilingual
Marketing	Marketing—Bilingual
Stenographic	Stenographic—Bilingual
Data Processing	

To qualify for a diploma as designated above, a student must have followed the program in the subject of concentration as suggested in Curriculums R.P. 31, 32 or 33. For information regarding the bilingual

diplomas principals should write to the Superintendent of Supervision, Department of Education.

Commercial-Special

Special	Special—Bilingual	Special—Clerical
Special—Business Management		Special—Data Processing

Science, Technology, and Trades

Five-Year Program—awarded after four years successfully completed.

Art	Electronics
Home Economics	Industrial Chemistry
Drafting—Architectural	Industrial Physics
Drafting—Mechanical	Machine Shop Practice
Electricity	(These are five-option diplomas.)

Four-Year Program—awarded after four years successfully completed.

Art	Drafting—Electrical
Dietary Supervisors	Drafting—Mechanical
Foods and Nutrition	Fine Instrument Practice
Home Economics	Foundry Practice
Textiles and Clothing	Fundamentals of Construction
Food Preparation and Service	Graphic Arts (Printing)
Hairdressing and Beauty Culture	Industrial Chemistry
Nursing Assistant	Industrial Physics
Dental Assistant	Machine Shop Practice
Agriculture	Plastics
Aircraft Mechanics	Plumbing
Air Conditioning and Refrigeration	Power Plant Operating
Applied Electricity	Sheet Metal Practice
Applied Electronics	Welding
Applied Electricity and Applied Electronics	Woodworking—Cabinet Making
Auto Mechanics	Woodworking—
Auto Body Repair	Building Construction
Industrial and Paper Chemistry	Woodworking—General
Drafting—Architectural	Woodworking—Pattern Making
	Special

(Other courses in all Branches as established and approved by the Department.)

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where the principal of a private school applies to the Minister to have secondary school Inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades 11 and 12 of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology, and Trades Branch, the Minister will arrange for the inspection.

Note 2—Upon the recommendation of the principal of a private school where the Inspectors have reported the quality of teaching and the work of the pupils as satisfactory, and of the Superintendent of Supervision, a Secondary School Graduation Diploma of the appropriate Program and Branch will be granted to a candidate who has completed the Program in Grades 11 and 12.

Note 3—Principals of private schools where mature candidates are permitted to complete the courses of Grades 11 and 12 in one year are reminded of the following items in the Memorandum to Principals of Private Schools, dated January 13, 1954.

- (a) Pupils who are admitted to Grade 11 with the intention of qualifying for the Secondary School Graduation Diploma, and who were below 19 years of age on the previous September the first should have completed satisfactorily regular courses of study required for full Grade 10 standing. If they have transferred from another secondary school, they should be required to present a signed statement to that effect from the Principal concerned.
- (b) Of those pupils who were below 19 years of age on the previous September the first, only those who have failed in one subject, or in very special cases in two subjects, in Grade 11, should be permitted to complete the courses of Grades 11 and 12 in one year.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma

Candidates who obtain the required Grade 12 standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Administrator of Correspondence Courses. See Memorandum 1966-67:5 or Memorandum 1967-68:5.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grades 11 and 12 of the Four-Year Program in the Arts and Science Branch, or the Business and Commerce Branch, or the Science, Technology, and Trades Branch, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported the quality of teaching and the work of the pupils as satisfactory,

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades 11 and 12 in the subject concerned. The principal shall indicate in which Branch and Program the standing has been obtained.

Note 2—The candidate shall notify the principal not later than April 1 of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3—Where a private-study candidate notifies the principal of his desire to take tests in any of the subjects leading to a diploma in the Business and Commerce Branch or the Science, Technology, and Trades Branch, the principal shall provide for tests in the practical as well as the written parts of the subjects concerned.

Note 4—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the Program of Study in Grades 11 and 12 in all the required subjects of one of the Branches, he should present this evidence to the principal of the school where he took the last of the tests. Upon receipt of this evidence, the principal shall recommend the candidate for a Secondary School Graduation Diploma of the appropriate Branch.

Note 5—Except with the permission of his principal, a pupil may not be a private-study candidate at any school in a subject of Grades 11 and 12 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 6—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

PROVISION FOR SUMMER-SCHOOL CANDIDATES

Note 1—Where a board of education, a collegiate institute board, a high school board or the Minister

(a) conducts a summer school of at least six weeks' duration during July and August in subjects of Grades 11 and 12 in one of the Branches, and

(b) the Board concerned obtains the Minister's prior approval of the summer school for the purpose of the granting of Grade 12 standing,

(c) the principal of the summer school may grant Grade 12 standing in one of the Branches in a subject of Grades 11 and 12 to a candidate who

(i) studied the subject in the day classes of a secondary school or of an inspected private school during the previous year;

(ii) did not fail in more than two subjects at the end of the previous year;

(iii) was recommended by his principal for admission to the summer school in not more than two subjects;

(iv) attends regularly the summer school classes; and

(v) obtains a standing of at least 50 per cent in the tests set by the principal of the summer school.

Note 2—On or before the 24th day of August, the principal of the summer school shall report the standing obtained by a candidate under this section to the principal of the school that the candidate attended during the previous year.

Note 3—Grade 12 standing in any Branch in a subject of Grades 11 and 12 that is granted by the principal of a summer school under these provisions shall be accepted by the principal of the school attended by the candidate during the previous school year as if it had been granted upon his report.

Note 4—Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he

(a) failed to complete the requirements for the diploma at the end of the school year; and

(b) through attendance and examination at an approved summer school completed the requirements, the candidate will, upon the recommendation of the Superintendent of Supervision, be granted a Secondary School Graduation Diploma of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology, and Trades Branch.

Note 5—The report of the principal referred to in Note 4 shall be made before the 1st day of September.

SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A Secondary School Honour Graduation Diploma will be granted at the end of the school year on the recommendation of the principal of the secondary school at which the candidate has attended the day or evening classes of Grade 13, and on the recommendation of the Superintendent of Supervision, to a candidate who has obtained Grade 13 standing in English or in Français and at least five other credits, other than Physical Education, chosen from the optional subjects. (If Français is presented in place of English, the candidate may include standing in English toward the diploma.)

Note 1—History, Physics, Chemistry, Biology, Accountancy Practice **or** Secretarial Practice, †Mathematics of Investment, Music, Geography, Art, and Home Economics will each count as one credit; the languages will each count as two credits; †*a combination of Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) will count as three credits.

(a) Standing obtained in **both** French **and** Français will not be counted for the purposes of the Secondary School Honour Graduation Diploma.

(b) *Standing in **either** Introduction to Analysis (Mathematics A) **or** Algebra (Mathematics B) will count as two credits.

†Not more than three credits for Mathematics may be counted towards the Secondary School Honour Graduation Diploma in 1968.

Note 2—Where a candidate holds seven credits from a previous year (1944-1965 inclusive) when eight credits were required, he may qualify for a Secondary School Honour Graduation Diploma by successfully completing one additional paper in 1968.

The provisions with respect to the Secondary School Honour Graduation Diploma place upon the principal the responsibility for ascertaining whether a candidate has completed successfully the requirements for the diploma when standing in a Grade 13 subject was obtained at another school.

For students who, in June 1968, are completing Mathematics under the former requirements, Algebra, Geometry, and Trigonometry and Statics will each count as one credit.

PROVISION FOR PRIVATE-SCHOOL CANDIDATES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

Note 1—Where the principal of a private school applies to the Minister to have secondary school inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grade 13, the Minister will arrange for the inspection.

Note 2—Upon the recommendation of the principal of a private school where the Inspectors have reported the quality of teaching and the work of the pupils as satisfactory, and of the Superintendent of Supervision, Grade 13 standing shall be granted to a candidate in the subjects which he has completed successfully and a Secondary School Honour Graduation Diploma shall be granted to a candidate who has completed the requirements.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A candidate who obtains the required Grade 13 standing through the Correspondence Courses offered by the Department of Education shall be recommended for the Secondary School Honour Graduation Diploma by the Administrator of Correspondence Courses. See Memorandum 1967-68:5.

PROVISION FOR PRIVATE-STUDY CANDIDATES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

Note 1—Where a candidate

- (a) has prepared himself by private study for examination in a subject of Grade 13, and

- (b) has obtained at least 50% on an examination set at the end of the school year by the principal of a secondary school or a private school where the Inspectors have reported the quality of teaching and the work of the pupils as satisfactory, the principal shall recommend that a Departmental Statement of Standing in the subject concerned be issued.

Note 2—The candidate shall apply to the principal not later than April 1 to take the examinations and thereupon the principal shall arrange for him to do so.

Note 3—Where a private-study candidate has obtained Grade 13 Departmental Statements of Standing in English **or** Français **and** five additional credits he should present these Statements to the Registrar of the Department of Education. Upon receipt of this evidence, the Registrar shall issue a Secondary School Honour Graduation Diploma.

Note 4—Except with the permission of his principal, a pupil may not be a private-study candidate in any school in a subject of Grade 13 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 5—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

Note 6—Where a candidate holds seven credits from a previous year (1944-1965 inclusive) when eight credits were required, he may qualify for a Secondary School Honour Graduation Diploma by successfully completing one additional paper in 1968.

SUPPLEMENTARY INFORMATION

Grades 11 and 12

Note 1—Supplemental Tests

There is no provision for Supplemental Tests at the end of Grades 12 or 13 or in certain subjects at the end of Grade 11 except as set forth on Page 69 of this circular.

Note 2—Certain Grade 12 standing given on the basis of standing obtained on Grade 13 examinations

If a candidate's Grade 13 Statement of Standing shows that he has obtained 40 or more marks in English or another language, Physics, Chemistry, Music or Art, the candidate is considered to have obtained Grade 12 standing in the subject concerned. Such standing may be applied towards his eligibility for the Secondary School Graduation Diploma in a Five-Year Program and shall be accepted by principals for this purpose.

Note that standing in Grade 13 History, Geography or Mathematics does not confer Grade 12 standing in these subjects.

Note 3—The Science, Technology, and Trades Branch

The courses of study leading to the Secondary School Graduation Diploma of the Science, Technology, and Trades Branch will be found in Curriculum RP-27, Courses of Study, Grades 9, 10, 11 and 12, The Science, Technology, and Trades Branch, and Curriculum RP-52, Dietary Supervisors; Curriculum RP-53, Nursing Assistants; Curriculum RP-54, Fashion Arts.

Note 4—The Business and Commerce Branch

The courses of study leading to the Secondary School Graduation Diploma of the Business and Commerce Branch will be found in Curriculum RP-31, Courses of Study, Grades 9, 10, 11, 12 and 13, The Business and Commerce Branch; Curriculum RP-32, Marketing and Retail Merchandising; Curriculum RP-33, Data Processing.

Note 5—Parts I and II required in certain subjects

It should be noted that for Grade 12 standing in History and Geography, the pupil must complete successfully the work of both Grades 11 and 12.

Grade 13

Note 1—**Mathematics**

The course in Grade 13 Mathematics, Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) is outlined in Curriculum S.12C.

Note 2—**Biology**

The course in Grade 13 Biology is outlined in Curriculum S.17B.

Note 3—**Physics**

The course in Grade 13 Physics is outlined in Curriculum S.17C.

Note 4—**Physical Education**

Two periods per week are suggested for this subject.

